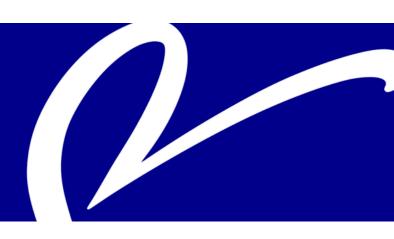## Managing a project, best practices

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DE-10   3 Days (21 Hours)

Description

Managing a project involves a pragmatic and synthetic approach to the project, know-how in managing people and mastery of management techniques and tools. This seminar offers a progressive approach that will allow you to manage a project successfully.

Who is this training for ?

For whom

This seminar is aimed at project managers who are beginners or have initial experience and who want to deepen all facets of their profession and increase their level of performance.

Prerequisites

Aucune

Training objectives

- Take ownership of the stages of project management
- Lead the various meetings and inform the authorities
- Coordinate the stages of the project
- Have the keys to successfully implement a project

Training program

La direction de projet

- Projects today.
- Success criteria.
- Place and role of the project manager.
- Organize a project and lead.
- The PMBOK®.
- Program and projects.
- Simultaneous management of several projects.
- Organize your work in practice.

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Lancement du projet

- Launch the project.
- Project manager and management, mission letter, delegation.
- Analysis of a project.
- Plan Project.
- Adjustment of norms and corporate standards.
- Quality factors: associated quality means and measures.
- Transversality.
- Involve the management.
- Identification of communication targets.
- Management and communication plan.

Organiser et planifier le projet

- Risk management (risk reduction strategies).
- Cost and time estimation.
- Improve the accuracy of estimates.
- Planning (planning techniques, team workload plan).
- Multi-project planning.
- Time management on the project.
- Management of external services.
- Personnel delegation: use of flat-rate technical assistance.

Diriger l'exécution du projet

- Operational management.
- Management, external communication, production control, decision-making.
- Decision-making process.
- Case of multi-site projects.
- Launch and control of work.
- Team management.
- Team structuring.
- Knowledge management.
- Control deadlines and results.
- Manage conflicts and negotiate: principles and rules.

Maîtriser et contrôler le projet

- Project monitoring and control: reporting mode.
- Measuring actual progress.
- Project manager dashboards.
- Organize meetings.
- Manage adaptations and developments.
- Crisis management.
- Management of changes to specifications.
- Budget for development requests.

Terminer le projet

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- Change management.
- Change management plan and tools.
- End of the project.
- Administrative closure of the project.
- Project reports.
- Capitalization of experience.

Conclusion

- Summary of best practices.

Conclusion

- Summary of best practices.

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